

More Business Practices for CITIdirect cardholders

Peggy Petersen, COMNAVREG Mid-Atlantic, would like to import a DAASC User Defined File (UDF) sent from CitiDirect to STARS/FL to record credit card obligations in FASTDATA. This will allow credit card expenditures to match obligations automatically in FASTDATA. She said the credit card typically will carry the default LOA and JON (Cost Code), often the correct accounting data for direct charges, whereas the Expenditure Cost Redistribution process will be especially useful for reimbursable documents. They will use the new External File Parse window to split imported DAASC UDF files to the various Sites, where they can be imported using the External Interface process. The parsing process has been implemented at the FA in Release 99-1B (SCR X0204). Site software is being enhanced to accommodate the imported UDF files.

Peggy sees two alternatives for allocating credit card charges:

- a. wait until the expenditure comes into FASTDATA, create an obligation and transfer the charge, or
- b. reallocate the charge in CitiDirect to the correct LOA.

Currently, credit card purchases are identified by placing a "Z" or "J" in the document number. The FA suspends these documents preventing export to STARS/FL using the FA's Suspend Accounting Transaction process. This practice will eventually be replaced by the DAASC UDF download process.

Christi Gibson, COMNAVREG Southwest, has been working on getting an IP address and using FTP to import the CitiDirect UDF from DAASC into the FASTDATA FA. Christi set up numerous LOA's (about 148) for reallocations in CitiDirect within the 3-day window. They plan to accomplish all reallocations in CitiDirect, minimizing reliance on Expenditure Cost Redistributions.

Dennis Mongesku, COMNAVRESFOR, has identified a need to modify the CitiDirect software to enable the Navy to input its own requisition number as SDN at the time the AO does his/her cost re-allocation to the appropriate line of accounting (LOA). This will resolve a potential matching problem to the 'CC' document, inability to perform a funds check or commit funds against the document, inability to perform Expenditure Cost Redistributions across LOA's, and other problems discussed in "Best Business Practices".

Stephanie O'Neill, NETPDTC, issued the following interim procedures to NROTC units until obligations can be downloaded from CitiDirect. When online with CitiDirect, print out or jot down the CitiDirect generated "CC" document numbers. Using the FASTDATA GSA memorandum window enter the obligation citing the CitiDirect document number. When these documents are uploaded to the FA, a "rule" to suspend all "CC" document types, as specified in the Suspend Accounting Transaction window, will prevent these documents from uploading to STARS/FL. Stephanie explains this will keep optar funds up to date with accounting records.

Chuck Cartwright, Naval Post Graduate School, uses Express Purchase (XP) to record detail credit card obligations/receipts in the "B1" format in FASTDATA and STARS/FL. XP transactions are imported directly into the Site. XP reconciles credit card purchases for FASTDATA users.

Edie Russell, USNA, issued the following procedures to FASTDATA Technicians:

With the new CitiDirect System under Supply's Purchase Card Program, some new changes will affect the way we obligate the credit card transactions in both FASTDATA and STARS/FL. Basically, CitiDirect will obligate the credit card transactions electronically to STARS/FL each month at the beginning of each new cycle (22nd of each month).

This new process will begin with the April invoice (22 March – 21 April 2000). Supply is currently setting up training for the Cardholders/Approving Officials concerning their new responsibilities with the CitiDirect System.

The Standard Document Number from CitiDirect will be N00161-00-CC-XXXXX (last 5 digits will be randomly selected by CitiDirect).

This system has 2 methods of obligating: Bulk and Transactional. For now, all cardholders are Bulk except Information Technology who is starting with the Transactional Method. Each month, Supply will add new departments to the Transactional Method.

Bulk Method: CitiDirect will generate an obligation in STARS/FL for each cardholder that is equal to that cardholder's credit limit. This obligation will post to a centralized OPTAR under the Comptroller Department, not to your OPTAR. **You will continue to enter your credit card purchases in FASTDATA as you do now, until you change to the Transactional Method below.**

Your Cardholders/Approving Officials will submit copies of their statements with transaction sheets to the Comptroller Office as they currently do. At the end of the cycle, a payment is made to CitiDirect and will post to the CitiDirect obligation under the Comptroller's centralized OPTAR. Our office will perform cost distributions, which will credit the centralized OPTAR and charge your OPTAR.

Transactional Method: (Applies to Information Technology) Under this process, CitiDirect will generate an obligation each time the Cardholder/Approving Official accepts/submits an individual transaction. It is my understanding that the cardholder will be able to obtain the Standard Document Number (SDN) assigned to each transaction by CitiDirect. **Thus, you will use the CitiDirect SDN to enter your credit card purchases in FASTDATA starting with purchases made on 22 March 2000.** At the end of the cycle, a payment is made to CitiDirect and will post against the CitiDirect SDN and process through the regular expenditure download process into your FASTDATA system.

As this CitiDirect System is a new process for USNA, I cannot guarantee that the procedures we have stated above are totally accurate. We will make changes and adjustments as situations arise. The FASTDATA system will also make some changes in the next months to accommodate the CitiDirect System. This may include the ability to process an electronic file from CitiDirect directly into FASTDATA to obligate your credit card purchases and also a method to perform cost redistribution of expenditures between documents. We will keep you informed as these changes become more apparent.

Other developments:

Purchase and Reconciliation Information System (PARIS), a credit card reconciliation program, is being endorsed by SPAWAR.

A FASTDATA credit card reconciliation process is being considered, and an SCR addresses a FASTDATA-STARS/FL reconciliation process. FASTDATA is also moving toward the use of EDI and User Defined Files for SPS (Standard Procurement System), BUMED and other system interfaces.

Notes from Bobby Kincaid on credit card processing in FASTDATA (extracted from a recent email to Harriet Knox, CPF)*:

"Soon CitiDirect will start sending obligation data (540's) into STARS-FL. This will of course cause the FASTDATA user some problems. Below are a few options as I see them.

1. Do nothing. Your credit card users will purchase "stuff", CitiDirect will post to web site and cite your default Line of Accounting (LOA). An obligation will be sent to STARS-FL. On the 21st of each month the APC and AO certify receipt and payment is made citing the CitiDirect "CC" document. You get an expenditure down from STARS-FL and post as non-preceded.
2. Redistribute obligations at CitiDirect web site. After credit card user purchases "stuff", you go to CitiDirect web site and redistribute from the default loa to other loa's to get the cost recorded to the more proper job order (i.e. one "CC" document would become 2 or more "CC" documents). Obligations will be sent to STARS-FL. On the 21st of each month the APC and AO certify receipt and payment is made citing the CitiDirect "CC" documents. You get expenditures down from STARS-FL and post as non-preceded. You get a better job cost picture.
3. Use FASTDATA to record an obligation. When someone uses the credit card, record a document in FASTDATA, place "CREDIT CARD" in optar log description, and place the vendor in local code.
 - a. Your obligations will be overstated because FASTDATA and CitiDirect have sent obligations to STARS-FL.
 - b. Do cost redistribution in STARS-FL to move the expenditure amount from "CC" to the FASTDATA document.
 - c. At the FA level use the automatic suspension to set up rules to suspend the accounting transaction from going to STARS-FL. Obligations will be sent to STARS-FL by CitiDirect. You get expenditures down from STARS-FL and post as non-preceded. FASTDATA is being modified to allow

cost redistribution. This redistribution will allow you to move the expenditure amount from the "CC" document to your FASTDATA document.

4. We are looking at building some type of reconciliation to attempt to automate the cost redistribution process for credit cards. This change would be down the road."

*** The option to use FTP to import a DAASC CitiDirect UDF was recently made available and FASTDATA has a process at the FA to parse the UDF to the various Sites. The Site must be changed to accommodate the import of UDF files, which is scheduled for Release 00-2. In this scenario, the user would wait until the UDF was imported to record the credit card obligation, and the expenditure would automatically match and be recorded as preceded. The FASTDATA system is flexible enough to allow several options depending on the situation.**